

Japanese

The ALA-LC Japanese Romanization Table

Revision Proposal

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Table of Contents

Romanization Table.....	Pages 1-28
1. Introduction.....	Page 1
2. Basic Principles for Romanization.....	Page 5
3. Capitalization.....	Page 8
4. Japanese Punctuation and Typographical Marks.....	Page 9
5. Diacritic Marks and Other Symbols Used in Romanization.....	Page 11
6. Word Division.....	Page 25
7. Numerals.....	Page 29-30
Romanized/Kana Equivalent Charts.....	Page 31
Helpful References.....	Page 31

1 Introduction: Scope of the Romanization Table

Romanization is one type of transliteration. Transliteration is the process of converting text written in one script into another script. Romanization in this ALA-LC Romanization Table (RT) means converting Japanese script to the Roman alphabet used in Western European languages.

Romanized text in catalog records is intended to mirror as closely as possible the original Japanese script and its readings, but the romanization process is not exact. While the original Japanese text is recorded directly from bibliographic materials based on cataloging rules, romanized text is created by applying the guidelines in the RT (this document). The RT is a romanization scheme that strives to foster consistency and uniformity in the romanized text used in catalog records. The RT is not a pronunciation guide, although pronunciation is an important consideration in the romanization process. Since the pronunciation of Japanese script can change over time, place, and context, there is not always a clear one-to-one relationship between Japanese script and Romanized text. In such cases, textual context must be considered carefully. Even though the RT aims for uniformity, catalogers should keep in mind that there are many gray areas in the romanization process. ***In cases of doubt, consider adding cross-references.***

2 Basic Principles for Romanization

2.1 How to Romanize

Romanization for library catalogs has two main components: converting Japanese text into the roman alphabet and word division. How to convert text (romanize) is covered primarily in sections 2-5 and 7 of this romanization table. Word division is covered in section 6. These two components must always be considered carefully. The RT provides guidance and many examples drawn from actual cases.

Specific guidance may also be found in the Romanized/Kana Equivalent Charts, following the RT on page . In general, words and parts of words written only in hiragana or katakana should be romanized as they appear. If a specific reading is indicated in the text of materials being cataloged, use that. When in doubt, use standard Japanese dictionaries (see Helpful References) to determine the current modern reading, as far as possible.

2.2 Preferred Reading Sources

If multiple readings exist for text appearing on items, use the reading that is preferred in most dictionaries, except if another reading is provided on the item.

Text on item: 私

Romanization: watakushi

Suggested cross-reference: watashi

Text on item: 大地震

Romanization: daijishin

Suggested cross-reference: ōjishin

Text on item: 重複

Romanization: chōfuku

Suggested cross-reference: jūfuku

2.3 Preferred Reading: Exceptions

2.3.1 Grammatical Particles

Romanize は and へ when used as grammatical particles as "wa" and "e".

2.3.2 Historical Kana Usage (歴史的仮名遣い | rekishiteki kanazukai)

Use modern readings unless a specific reading is assigned on the piece. The direct kana-by-kana reading may be added as a cross-reference.

Text on item (Historic usage): てふてふ

Modern usage: ちょうちょう

Romanization: chōchō

Suggested Cross-reference: tefutefu

Text on item (Historic usage): ぬゑのたんじやう

Modern usage: ぬえのたんじょう

Romanization: Nue no tanjō

Suggested Cross-reference: Nue no tanjiyau

Text on item (Historic usage): おもひでぽろぽろ

Modern usage: おもいでぽろぽろ

Romanization: Omoide poroporo

Suggested Cross-reference: Omohide poroporo

2.4 Preferred Reading: Complex Cases

2.4.1 Well-Established Reading of Proper Names

If a particular non-standard reading is commonly found in websites, reference sources or other publications associated with the entity, use that.

Text on item: 本朝書籍目録 (book title)

Romanization: Honchō shojaku mokuroku

Suggested cross-reference: Honchō shoseki mokuroku

Text on item: 圖書寮 (or 図書寮)

Romanization: Zushoryō

Suggested cross-reference: Toshoryō

Text on item: 大日本帝国

Romanization: Dai Nippon Teikoku

Suggested cross-reference: Dai Nihon Teikoku

Text on item: 日本永代蔵

Romanization: Nippon eitaigura

Suggested cross-reference: Nihon eitaigura

2.4.2 Foreign Words

2.4.2.1 Foreign Words Written in Kana (外来語 | gairaigo)

Romanize kana-by-kana. Alternative reading(s) may be added as cross-reference(s).

Text on item: コミュニティ

Foreign Word as it is Usually Written: コミュニティ

Romanization: komiyunitai

Suggested Cross-reference: komyuniti

Text on item: スタア

Foreign Word as it is Usually Written: スター

Romanization: sutaa

Suggested Cross-reference: sutā

Text on item: テレビジョン

Foreign Word as it is Usually Written: テレビジョン

Romanization: terebijion

Suggested Cross-reference: terebijon

Text on item: ギリシア

Foreign Word as it is Usually Written: ギリシャ

Romanization: Girishia

Suggested Cross-reference: Girisha

Text on item: シンポジウム

Romanization: shinpojiumu

Suggested Cross-reference: shinpojūmu

Text on item: シンポジウム

Romanization: shinpojūmu

2.4.2.2 Foreign Words Written in Kanji

For foreign words originally in Chinese characters or transliterated using kanji, follow 2.2 and 2.4.1 and use preferred sources to identify their readings unless a specific reading is indicated on the item. Alternative reading(s) may be added as cross-reference(s). See also 6.11.8.1.

香港 | Honkon

濟州島 | Chejutō (Suggested cross-reference: Chejudo, Saishūtō)

紐育 | Nyū Yōku

加奈陀 | Kanada

亜米利加 | Amerika

2.4.3 Alternative Romanizations as Cross-references

Variant romanizations may be added as cross-references in bibliographic and authority records based on the cataloger's judgment.

Text on Item: その後

Romanization: sonogo

Suggested Cross-reference: sono ato

Suggested Cross-reference: sono nochi

Suggested Cross-reference: sonoato

Suggested Cross-reference: sononochi

Text on Item: 行く年来る年

Romanization: yukutoshi kurutoshi

Suggested Cross-reference: ikutoshi kurutoshi

Text on Item: 等

Romanization: tō

Suggested Cross-reference: nado

Suggested cross-reference: ra

2.5 Long Vowels, Adjacent Vowels, and Exceptions

In Japanese text, several methods are used to indicate long vowels. See also 5.1.1.

2.5.1 Lengthening bar | ー | 長音符 | chōonpu

Vowels written with a lengthening bar are romanized with a macron.

コンピュータ | konpyūta

ニューヨーク | Nyū Yōku

ケンタッキー | Kentakkī

ウィーク | wīku

ビードロ | bīdoro

そーと | sōtto

2.5.2 Romanized with a Macron: Syllables Ending with Final u

Long vowels ending in u are romanized with a macron.

孔子 | Kōshi, not Koushi

労働 | rōdō, not roudou

情報 | jōhō, not jouhou

昨秋 | sakushū, not sakushuu

流水 | ryūsui, not ryuusui

お父さん | otōsan, not otousan

トウサン | tōsan, not tousan

2.5.3 Romanized with a Macron: ā, ē and ō

The a, e and o long vowels are romanized with a macron.

お母さん | okāsan, not okaasan

ああ播磨灘 | Ā Harimanada, not Aa Harimanada

バアサン | bāsan, not baasan

お姉さん | onēsan, not oneesan

茂兵衛 Mohē, not Mohee

ええじゃないか | ē ja nai ka, not ee ja nai ka

狼 | ōkami, not ookami

オオカミ | ōkami, not ookami

ほおずき | hōzuki, not hoozuki

遠い | tōi, not tooi

2.5.4 Long i Vowels

Long i vowels are always romanized as ii (double i), except when long i is written with a lengthening bar (ー). In that case, it is romanized with a macron (ī). See 2.5.1.

新潟 | Niigata, not Nīgata

飯田 | Iida, not Īda

お兄さん | oniisan, not onīsan

びいどろ | biidoro, not bīdoro

But: ビードロ | bīdoro, not biidoro

物言い | monoi, not monoī

ジイサン jiisan, not jīsan

2.5.5 Exception for Morpheme Boundaries

When adjacent vowels cross the boundary between two "meaningful units," called "morphemes," they are romanized as separate vowels, not long vowels. When in doubt about the boundary, for example with contracted readings, long-established customary readings of proper names, dialects, etc., follow 2.5.1-2.5.4.

2.5.5.1 Adjacent Vowels Separated by a Morpheme Boundary

子牛 | koushi (子 ko + 牛 ushi, not kōshi)

長雨 | nagaame (長 naga + 雨 ame, not nagāme)

会社案 | kaishaan (会社 kaisha + 案 an, not kaishān)

本居 | Motoori (本 Moto + 居 ori, not Motōri)

腐れ縁 | kusareen (腐れ kusare + 縁 en, not kusarēn)

2.5.5.2 Final う | u Verbs: Two Types

2.5.5.2.1 Morphemic: Modern Verbs

The added final う | u following another vowel in the "dictionary form" of verbs constitutes by itself a morpheme (a meaningful unit). It is therefore romanized as a separate letter from the preceding vowel, NOT as a long vowel.

縫う | nuu, not nū

問う | tou, not tō

思う | omou, not omō

2.5.5.2.2 Not Morphemic: 候 | sōrō

In contrast, the added final u | う in 候 is NOT considered a separate meaningful unit (morpheme). Instead it combines with the preceding consonant and vowel to form a single morphemic syllable. This final vowel is therefore romanized as a long vowel.

候, 候ふ, そうろう | sōrō, not sourou

3 Capitalization

Capitalize all proper names following the rules below. Never capitalize particles. If none of the following instructions apply to the proper name, catalogers are encouraged, but not required, to follow standard cataloging practices for English-language materials.

3.1 Personal Names

Capitalize each word of a personal name.

菅原孝標女 | Sugawara no Takasue no Musume

3.2 Titles and Terms of Address

Capitalize titles and terms of address, except when they consist of a single character or kana for san, sama, chan, kun, etc., that is hyphenated following a personal name. See 6.10.2.3.

弘法大師 | Kōbō Daishi

お菊さん | Okiku-san

井上さん | Inoue-san

内閣総理大臣田中角栄 | Naikaku Sōri Daijin Tanaka Kakuei

But: 内閣総理大臣 | naikaku sōri daijin (as a generic occupation)

3.3 Geographic Names

Capitalize each word of a geographic name.

横浜 | Yokohama
日本列島 | Nihon Rettō
有楽町 | Yūraku-chō
太平洋 | Taiheiyō
房総半島 | Bōsō Hantō
東洋 | Tōyō
富士山 | Fujisan
淀川 | Yodogawa

3.4 Corporate and Conference Names

Capitalize each word of corporate and conference names.

戦争を記録する会 | Sensō o Kirokusuru Kai
国際仏教文化学会 | Kokusai Bukkyō Bunka Gakujutsu Kaigi
日本陸軍 | Nihon Rikugun
中央公論新社 | Chuō Kōron Shinsha
But: 中央公論 | Chuō kōron (journal title)

3.5 Names of Works

Capitalize the first word of names of works such as documents, publications, artworks, etc.
Proper names contained within names of works should be capitalized following other capitalization rules.

徒然草 | Tsurezuregusa
朝日新聞 | Asahi shinbun
労働組合法 | Rōdō kumiai hō
日本国有鉄道就業規則 | Nihon Kokuyū Tetsudō shūgyō kisoku
蛍の光 | Hotaru no hikari
富嶽三十六景 | Fugaku sanjū rokkei

3.6 Historical and Cultural Events and Periods

3.6.1 Capitalize each word of the name of a historical or cultural event.

第二次世界大戦 | Dainiji Sekai Taisen
二・二六事件 | Niniroku Jiken
明治維新史 | Meiji Ishin shi
関ヶ原の戦い | Sekigahara no Tatakai
祇園祭 | Gionmatsuri
関東大震災 | Kanto Daishinsai
福島原発事故 | Fukushima Genpatsu Jiko

3.6.2 Capitalize the first word of the name of a historical or cultural period.

縄文時代 | Jōmon jidai
六朝時代 | Rikuchō jidai
平安朝 | Heianchō
昭和期 | Shōwaki
幕末 | Bakumatsu
バロック | Barokku
ルネサンス | Runesansu

3.7 Structures, etc.

Capitalize the name of a building, facility, monument, or other structure, and the name of a road or street.

高松塚古墳 | Takamatsuzuka Kofun

成田空港 | Narita Kūkō
日比谷公園 | Hibiya Kōen
永源寺ダム | Eigenji Damu
東京スカイツリー | Tōkyō Sukai Tsurī
甲州街道 | Kōshū Kaidō

3.8 Religions and Sects

Capitalize names of religions and sects.

佛教 | Bukkyō
キリスト教 | Kirisutokyō
神道 | Shintō
禪宗 | Zenshū
浄土真宗 | Jōdo Shinshū

3.9 Derivatives of Proper Names

3.9.1 When to Capitalize

In general, derivatives of proper names when used as proper names are capitalized.

However, sometimes derivatives of proper names acquire a new, distinct common noun meaning. In those cases, see 3.9.2 and 3.9.3.

日本人 | Nihonjin
アメリカ人 | Amerikajin
華僑 | Kakyō
日本兵 | Nihonhei
日本刀 | Nihontō
日本酒 | Nihonshu
日本画 | Nihonga
日本史 | Nihonshi
日本語 | Nihongo
英語 | Eigo
日本学 | Nihongaku
漢学 | Kangaku
英文学 | Eibungaku
陽明学 | Yōmeigaku
キリスト者 | Kirisutosha
キリシタン | Kirishitan
仏教徒 | Bukkyōto
禅僧 | Zensō
佛画 | Butsuga
禅寺 | Zendera

3.9.2 When Not to Capitalize

Do not capitalize a word derived from a proper name when it has acquired a new, distinct common noun meaning. Since formulating a prescriptive and all-inclusive rule for this in advance is not possible, catalogers should assess general and long-continued usage when making a determination.

呉服 | gofuku
瀬戸物 | setomono
アラビア数字 | arabia sūji

ローマ字 | rōmaji

ボストンバッグ | bosuton baggu

3.9.3 Special Cases Like 和, 漢, 洋, etc.

These characters are used in combination with other characters to form words that refer to "Japanese," "Chinese" and "Western" in English translation. However, do not treat them, or words created in combination with them, as proper names unless the word formed refers specifically to a nation, dynasty, language or national/ethnic entities.

3.9.3.1 Not Referring to a Nation

和室 | washitsu

洋酒 | yōshu

3.9.3.2 Referring to a Nation or Language

和寇 | Wakō (here to the [alleged] national/ethnic affiliation of a group of people [i.e. pirates].)

和英辞典 | Wa-Ei jiten (和 refers to the Japanese language in this instance.)

倭人 | Wajin

倭国 | Wakoku

More Examples:

漢字 | kanji

漢方 | kanpō

漢薬 | kan'yaku

But: 漢 | Kan (the Han dynasty)

4 Japanese Punctuation and Typographical Marks

Japanese text includes various forms of punctuation and typographical marks. Use the rules and examples below as guidance when romanizing Japanese punctuation. If you encounter punctuation or a typographical mark that is not listed here, or if a simple conversion does not work, use your best judgement and provide cross references as needed.

4.1 Middle Dots | 中黒 | Nakaguro

Transcribe a middle dot (・) used for dividing words as a comma followed by a space if it makes the meaning of romanized words clear. Use only a space if a comma is not necessary for clarity. For middle dots appearing between numbers, see 7.5.

松本清長・山本周五郎集 | Matsumoto Seichō, Yamamoto Shūgorō shū

ポール・クロードル | Pōru Kurōderu

4.2 Punctuation and Typographical Marks with Roman Equivalents

Use standard roman equivalents for Japanese punctuation with parallel forms used in European languages as noted below.

Order shown in examples below: English name | Japanese | For Romanization

comma | 、 | ,

period | 。 | .

question mark | ？ | ?

exclamation point | ！ | !

tilde | ～ | - (used with numbers and dates, meaning から... | from ... ; or a hyphen between two dates, used for a date range)

quotation mark type 1 |「」| ""

quotation mark type 2 |『』| ""

equal sign | = | =

4.3 Brackets and Parentheses

Various forms of brackets and parentheses are seen in Japanese publications, including those noted below.

angle brackets |〈〉| < >

double angle brackets |《》| < >

brackets |〔 〕| []

brackets |【 】| []

brackets |⌈ ⌋| []

brackets |⌊ ⌋| []

parentheses | () | ()

4.4 Typographical Marks With no Roman Equivalent

4.4.1 Repetition

The repetition markers ㄥ and 々 indicate repetition of the previous syllable.

蝶々 | chōchō

日々 | hibi

年々 | nennen

こゝろ | Kokoro

4.4.2 Geta [placeholder] | =

NOT USED IN CURRENT PRACTICE.

The Geta placeholder may be encountered in legacy cataloging. It was used when kanji on the piece was not available in the character set.

5 Diacritic Marks and Other Symbols Used in Romanization

Diacritic marks and other symbols in addition to the standard roman alphabet are used to romanize Japanese. See section 2.5 for special cases and exceptions.

5.1.1 Macron

Transcribe the macron (¯) over the letters a, i, u, e, and o to indicate a long vowel.

For Examples, see 2.5.

5.1.2 Apostrophe

Transcribe the apostrophe (') between syllables when the first syllable ends with the letter n and the following syllable begins with a vowel (a, i, u, e, o) or y. The apostrophe shows that the final n is part of the preceding syllable.

長井憲一 | Nagai Ken'ichi

信越 | Shin'etsu

翻訳 | hon'yaku

万葉 | Man'yō

親愛なる | shin'ainaru

三億円 | san'okuen

真打 | shin'uchi

5.1.3 Breve for final tsu (促音 | sokuon)

A final tsu (促音 | sokuon) used in interjections or expressions of surprise is romanized using the breve (˘).

あっ | ā

いっ | ĭ
うっ | ŭ
えっ | ě
おっ | ǒ

With consonant:

やっ | yǎ

5.1.4 Acute for Long Vowels with Final tsu (促音 | sokuon)

All long vowels ending in final tsu (促音 | sokuon) used in interjections or expressions of surprise are romanized using the acute (´), except for the long i vowel when written with double いい (see below). In general, the acute is used when the original text uses either a double vowel or a lengthening bar followed by a final tsu. In these cases, first apply the guidelines in the long vowel section (see 2.5). Replace the macron with the acute as appropriate.

ああっ OR あーっ | á
いーっ | í
ううっ OR うーっ | ú
ええっ OR えーっ | é
おおっ OR おーっ | ó

But the long i vowel is romanized with two letters, i + ĭ, when the original text uses a double いい. See 2.5.4.

いいっ | iĭ

With regular consonants:

やあっ OR やーっ | yá

Consonant + the long i vowel with lengthening bar:

ぎーっ | gí

Consonant + the doubled long i vowel:

みしいっ | mishiĭ

6 Word Division

6.1 What is a Word?

Unlike Japanese script, which has very little spacing, romanized Japanese text uses spaces between words. According to the Oxford English Dictionary, a word is "An element or unit of speech, language, etc." The OED goes on to explain that a word is: "Any of the sequences of one or more sounds or morphemes (intuitively recognized by native speakers as) constituting the basic units of meaningful speech used in forming a sentence or utterance in a language (and in most writing systems normally separated by spaces); a lexical unit other than a phrase or affix; an item of vocabulary..." Apply the word division rules with this OED definition and the following guidelines in mind.

6.1.1 Write Words Separately

In general, write words separately from each other. In cases of doubt, refer to the rules and instructions in this section to determine word boundaries. Add cross-references as needed.

6.1.2 Organization of the Word Division Section

Parts 6.2 to 6.5 cover nouns and pronouns, and include compound words and other complex cases, such as foreign words. Part 6.9 covers other parts of speech and related compounds, including verbs, adjectives, and adverbs.

6.2 Write as Single Words

6.2.1 Compound Words

Compound words are created when two or more words are joined to make one longer word.

我々 | wareware

手足 | teashi

我輩 | wagahai

霧雨 | kirisame

昔話 | mukashibanashi

水盃 | mizusakazuki

誰か | dareka [when it means "somebody"]; See also 6.9.4.

嫌がらせ | iyagarase

浮世絵 | ukiyoe

送りがな | okurigana

論叢 | ronsō

国政 | kokusei

家族 | kazoku

国民 | kokumin

6.2.2 Compound Words with Middle の | no

Treat commonly used compounds that use middle の | no as one word. Such words are commonly found in major dictionaries.

See also 6.9.4 and 6.10.

茶の間 | chanoma

茶の湯 | chanoyu

世の中 | yononaka

日の出 | hinode

男の子 | otokonoko

草の根 | kusanone

きのこ | kinoko

たけのこ | takenoko

虎の巻 | toranomaki

女童 | menowarawa (classical)

But: 先の戦 | saki no ikusa

くだんのはは | Kudan no haha

Judge by context: ヤマノイモ | yamanoimo (standard commonly used Japanese name for Japanese Yam, *Dioscorea japonica*)

山の芋 | yama no imo (when referring to "potatoes from the mountains")

6.2.3 Compound Words with On'yomi Single Character Modifiers

Write as one word compounds with an added on'yomi single character modifier

業思想 | gōshisō

核戦争 | kakusensō

核家族 | kakukazoku

寮生活 | ryōseikatsu

6.3 Write as Separate Words

6.3.1 Words with Kana or Kun'yomi Character Modifiers

Write separately words with modifiers consisting of kun'yomi characters or kana.

わが息子 | waga musuko

我国 (わが国) | waga kuni

我が子 | waga ko

この国 | kono kuni

あの町 | ano machi

女絵かき | onna ekaki

ゲイ作家 | gei sakka

味自慢 | aji jiman

ペット自慢 | petto jiman

琴合奏 | koto gassō

ピアノ合奏 | piano gassō

水資源 | mizu shigen

米騒動 | kome sōdō

男相手 | otoko aite

6.3.2 Bracketed Single Characters or Words

Separate words, phrases, and single characters enclosed in brackets, quotations marks or parentheses with a space. See also 4.2 and 4.3

「仁」思想 | "jin" shisō

「核」論争 | "kaku" ronsō

「わたし」改革 | "watashi" kaikaku

6.4 Phrases Consisting of Compound Words

Write separately two or more adjacent compound words.

六朝時代 | Rikuchō jidai

国民主義 | kokumin shugi

東洋学会 | Tōyō Gakkai

日本国政事典 | Nihon kokusei jiten

耳鼻咽喉科 | jibi inkōka

学校図書館法 | Gakkō toshokanhō

国分寺資料調査報告書 | Kokubunji shiryō chōsa hōkokusho

兄弟姉妹達 | kyōdai shimaitachi

6.5 Noun Special Cases

6.5.1 Single Characters in Succession

6.5.1.1 On'yomi

Write as one word on'yomi single characters listed in succession.

都道府県 | todōfuken

市区町村 | shikuchōson

市町村 | shichōson

士農工商 | shinōkōshō

衣食住 | ishokujū

春夏秋冬 | shunkashūtō

花鳥風月 | kachōfūgetsu

冠婚葬祭 | kankonsōsai

6.5.1.2 Kun'yomi

Write separately kun'yomi single characters listed in succession.

春夏秋冬 | haru natsu aki fuyu

父母 | chichi haha (If on'yomi: fubo)

兄妹 | ani imōto

6.5.1.3 Single Character Kana

Write as one word single character kana listed in succession.

てにをは | tenioha

こそあど | kosoado

But: あれこれ | are kore (This is a case of two two-character kana words in succession)

6.5.2 Single-character Modifiers with a Common Substantive

Write single-character modifiers having a common substantive as single words. Hyphenate only when separated by a middle dot.

See also 4.1.

小・中学校 | shō-chūgakkō

小・中・高等学校 | shō-chū-kōtō gakkō

小・中規模企業 | shō-chūkibo kigyō

上・下水道 | jō-gesuidō

農山漁村 | nōsangyoson

中・近世 | chū-kinsei

中近世 | chūkinsei

農・工・鉱業 | nō-kō-kōgyō

文・史・哲学 | bun-shi-tetsugaku

行財政 | gyōzaisei

乳幼児 | nyūyōji

6.5.3 Compound Words with Reading Changes

6.5.3.1 Reading Changes in Set Phrases

Write well-established set phrases with reading changes as single compound words.

口下手 | kuchibeta

雪景色 | yukigeshiki

土砂降り | doshaburi

理屈通り | rikutsudōri

大和魂 | yamatodamashii

6.5.3.2 Reading Changes in Compounds

Hyphenate joined compound words when the combination results in phonetic changes.

女中奉公 | jochū-bōkō
文芸読本 | bungei-dokuhon
株式会社 | kabushiki-gaisha
交流試合 | kōryū-jiai
夫婦喧嘩 | fūfu-genka
南部相撲 | Nanbu-zumō

6.5.3.3 Kaisha in the Names of Corporations

When it occurs in the names of corporations, always write 会社 as Kaisha, ignoring phonetic changes.

日産自動車株式会社 | Nissan Jidōsha Kabushiki Kaisha
沖縄文化有限会社 | Okinawa Bunka Yūgen Kaisha
木内酒造合資会社 | Kiuchi Shuzō Gōshi Kaisha

6.6 Prefixes

6.6.1 General Rule

6.6.1.1 Honorific Prefixes

Always keep the honorific prefix 御, read o, go, mi, or on together with elements it modifies.

お誕生日会 | otanjo-bikai
お送り致しましょう | ookuri itashimashō
お出掛け遊びしますか | odekake asobashimasu ka
おフランス | Ofuransu
御祝儀袋 | goshūgibukuro
ご婦人方 | gofujingata
御世 | miyo
御曹司 | onzōshi
御大将 | ontaishō

6.6.1.2 When Prefixes Are Written Together

When the cataloger judges that a prefix is part of the word following it, write it as one word. In case of doubt, add a cross reference.

古生物学 | koseibutsugaku
大人物 | daijinbutsu
大往生 | daiōjō
新幹線 | shinkansen
旧体制 | kyūtaisei
新建築 | shinkenchiku
超大国 | chōtaikoku
全注釈 | zenchūshaku
小綺麗 | kogirei

各種 | kakushu
大納言 | dainagon
真犯人 | shinhannin
軽自動車 | keijido[~]sha
非常識 | hijo[~]shiki
異文化 | ibunka
超音波 | cho[~]onpa
不可能 | fukano[~]
大地震 | ōjishin
古伊万里 | Koimari

6.6.2 When Prefixes Are Written Separately

When a prefix modifies a foreign word in katakana, or whenever the cataloger judges that a prefix is NOT part of the word following it, write it separately. In case of doubt, add a cross reference.

一図書館員 | ichi toshokan'in
各都道府県 | kaku todōfuken
全マニュアル | zen manyuaru
元ボクサー | moto bokusā

6.6.3 Prefixes with Multiple Compound Words

Write separately a prefix that modifies multiple following words or a prefix that modifies a word not immediately following it.

新植民地主義 | shin shokuminchi shugi
大人名事典 | dai jinmei jiten
小文学辞典 | shō bungaku jiten
各無産政党 | kaku musan seitō
一記念写真 | ichi kinen shashin

6.7 Suffixes

6.7.1 General Rule

Write as one word compounds formed by the addition of a suffixed single element.

耳鼻科 | jibika
経済的 | keizaiteki
生物学 | seibutsugaku
人生観 | jinseikan
唯物論 | yuibutsuron
健康法 | kenkōhō
落穂集 | Ochiboshū
カロリー表 | karorīhyō
エッセイ集 | esseishu[~]
経済学史 | Keizaigakushi
現代語訳 | gendaigoyaku
外国語学 | gaikokugogaku
作曲者名 | sakkyokushamei

6.7.2 Use of hen, shō, kō, and ten as Suffixes

6.7.2.1 Written Separately

Write the suffixes *hen* (編, 篇) used for sections of books, *shō* (抄, 鈔) for excerpts or commentaries, *kō* (考, 稿) for treatises or drafts, and *ten* (展) for exhibitions, separately from the word preceding them.

君が代考 | Kimigayo *kō*

戦前編 | *senzen hen*

美人画展 | *bijinga ten*

戦前戦後編 | *senzen sengo hen*

日本食肉史抄 | *Nihon shokunikushi shō*

日本印書考 | *Nihon insho kō*

支那書誌学稿 | *Shina shoshigaku kō*

東西美術交流 300 年展 | *Tōzai bijutsu kōryū 300-nen ten*

横浜市史稿 | *Yokohama shishi kō*

6.7.2.2 Exception: Treated as Part of Compound

When it makes more sense to treat a suffix as part of a compound, write it together with the preceding element.

前編 | *zenpen*

私考 | *shikō*

草稿 | *sokō*

特別展 | *tokubetsuten*

企画展 | *kikakuten*

6.8 Foreign Words Including Neologisms

6.8.1 General Rule

Expressions borrowed from other languages include both straight copies of foreign expressions, and neologisms or made-up words based on foreign words, but adapted in form and meaning when used in Japanese. Some borrowed expressions are divided into separate words in a straightforward way. In other cases, the boundary between words may not be so clear. Use your best judgement, and add cross references as necessary.

ベストセラー | *besuto serā* (best seller)

マスメディア | *masu media* (mass media)

アール・ヌーヴォー | *A[~]ru Nūvō* (Art Nouveau)

アヴァンギャルド | *avangyarudo* (avant-garde)

ファッションデザイナー | *fasshon dezainā* (fashion designer)

コンピュータプログラミング | *konpyuta puroguramingu* (computer programming)

サラリーマン | *sararīman* (salaryman = business man) Suggested cross-reference: *sararī man*

チアガール | *chia gāru* (cheer girl = cheerleader) Suggested cross-reference: *chiagāru*

6.8.2 Shortened Foreign Words

Neologisms formed by combining shortened forms of foreign words are written as one word.

ワープロ | *wāpuro* (word processor)

エアコン | eakon (air conditioner)
アメフト | amefuto (American football)

6.8.3 Geographic Foreign Names

Follow general rule (6.8.1) for geographic foreign names.

ホンコン | Honkon (香港)
ニューヨーク | Nyū Yōku (New York)
北京 | Pekin
ペキン | Pekin

For geographic foreign names written with Japanese additions, follow both the general rule (6.8.1) and examples found under geographic names (6.11).

ホーチミン市 | Hō Chi Min-shi
カリフォルニア州 | Kariforunia-shū
ニューヨーク市長 | Nyū Yōku shichō
グランドセントラル駅 | Gurando Sentoraru-eki
ゴビ砂漠 | Gobi Sabaku

In some cases, the kana rendition of a foreign word does not allow spacing that might be expected based on the spelling of the word in the original language. If so, write with no spacing.

ロサンゼルス | Rosanzerusu (Los Angeles)
But: ロスアンゼルス | Rosu Anzerusu (Los Angeles)
サンノゼ | Sannoze (San Jose)
But: サンホゼ | San Hoze (San Jose)

6.9 Other Parts of Speech

For parts of speech other than nouns when used separately or with compounds, apply the following guidelines.

6.9.1 Verbs

6.9.1.1 Verbs with Auxiliaries

Write simple and compound inflected and contracted verbs, with their auxiliaries, as single words.

生きてる | ikiteru
支配する | shihaisuru
ドライブする | doraibusuru
読み得る | yomiuru
なし得ない | nashienai
関する | kansuru
思い出す | omoidasu

6.9.1.2 Verbs with Modifiers

Write verbs separately from adverbs or inflected adjectives.

どう考える | dō kangaeru
そうする | sō suru
こうなる | kō naru

強くなる | tsuyoku naru
美しくなりたい | utsukushiku naritai
生きていた | ikite ita
帰って来る | kaette kuru
やって見よう | yatte miyō
戴いていきます | itadaite ikimasu
言っているのだが | itte iru no da ga

6.9.1.3 Honorific and Similar Types of Auxiliaries

Write honorific auxiliaries, potential auxiliaries such as *dekiru* and *dekinai*, and other similar types of auxiliaries separately from other parts of the verb.

我慢出来るか | gaman dekiru ka
我慢出来ません | gaman dekimasen
死にたまう・死にたもう | shini tamau, shini tamō
次回の主催地は日本らしい | jikai no shusaichi wa Nihon rashii
[when らしい is used as an auxiliary, meaning "It appears to be Japan."]
よろしく願い致します | yoroshiku onegai itashimasu
読ませて頂きます | yomasete itadakimasu

6.9.2 Adjectives

Write compound inflected adjectives and adjectival verbs as single words.

如何なる | ikanaru
魅力ある | miryokuaru
抵抗なき | teikōnaki
堂々たる | dōdōtaru
恐るべき | osorubeki
誤った作法・誤りやすい作法 | ayamatta sahō, ayamariyasui sahō
嬉しい | ureshii
あどけない | adokenai
うそっぽい | usoppoi
日本らしい風景 | Nihonrashii fūkei [Here, らしい is used as an adjective meaning "Japan-like". Write as one word.]

6.9.3 Adverbs and Conjunctions

Write compound adverbs and conjunctions as single words.

特に | tokuni
並に | narabini
共に | tomoni
遂に | tsuini
如何に | ikani
直ぐに | suguni
又は | matawa
或いは | aruiwa
その後 | sonogo
その後 | sonoato
これから | korekara

それでも | sore demo [when used as a conjunction meaning
nonetheless]

6.9.4 Particles

Write particles separately from other words and from each other, except for の | no used in the middle of common phrases (see 6.2.2).

幸福への道 | kōfuku e no michi

絵は誰にでも描ける | E wa dare ni de mo kakeru

そういう本を読むのが楽しい | Sō iu hon o yomu no ga tanoshii

雲の上に | kumo no ue ni

うれしいな | ureshii na

何だろうか | nan darō ka

さらりと | sarari to

それでも | sore de mo [when used as pronoun + particle + particle: that or
the like]

誰か | dare ka [when used in a question as "who"] See also 6.2.1

In some cases, "no" is contracted:

頭ン中 | atama n naka

オレン家 | ore n chi

そうだったんだ | so^o datta n da

6.10 Proper Name Exceptions

Other than the following five exceptions, follow general word division rules to divide words within proper names, or to separate proper names from other words.

6.10.1 Personal Names, Corporate Names and Titles of Works

6.10.1.1 Typical Examples

Write affixes separately from personal names, corporate names or titles of works (including laws, musical works, etc.). See also 6.10.4.

リンカーン伝 | Rinkān den

丹羽文雄集 | Niwa Fumio shū

国立国会図書館報 | Kokuritsu Kokkai Toshokan hō

続日本後記 | Shoku Nihon kōki

續群書類従 | Zoku Gunsho ruijū

独占禁止法上 | Dokusen kinshihō jō

君が代論 | Kimigayo ron

6.10.1.2 Names of Ships, Airplanes, Trains, etc.

Write suffixes such as maru | 丸 and gō | 号 used for named ships, airplanes, trains, etc., separately from the preceding word.

浅間丸 | Asama Maru

はやぶさ(隼)号 | Hayabusa Gō

プレジデント・ウィルソン号 | Purejidento Wiruson Gō

6.10.1.3 Abbreviated Proper Names

Write words consisting of or containing abbreviated proper names as single words.
See also 6.11.8.

沙翁物語 | Saō monogatari

福翁百話 | Fukuō hyakuwa

産総研 | Sanso-ken

早慶 | So-kei

6.10.2 Special Usage

The following rule overrides 6.10.1 above.

6.10.2.1 Well-established Corporate Names, Areas of Study, etc.

Follow the general rule for suffixes (see 6.7.1) when personal names are incorporated within well-established corporate names, areas of study, etc.

陽明学 | Yōmeigaku

徂徠学 | Soraigaku

蘇峰会 | Sohōkai

小野組 | Onogumi

If, however, the cataloger judges that the word is newly formed for a one-off publication or event, follow 6.10.1 above.

芥川龍之介学 | Akutagawa Ryūnosuke gaku

漱石学 | Sōseki gaku

6.10.2.2 Special On'yomi Reading

Write as a single word compounds that include proper names whose readings are changed to on'yomi.

義経記 | Gikeiki (Normal reading for 義経 is Yoshitsune)

信長記 | Shinchōki (Normal reading for 信長 is Nobunaga)

源氏 | Genji (Normal reading for 源 as family name is Minamoto)

平家 | Heike (Normal reading for 平 as family name is Taira)

But: 左氏 | Sa-shi (Chinese family name. Reading of 左 does not change as a result of the addition of 氏) See also 6.10.2.3.4.

6.10.2.3 Titles, Terms of Address, and Plural suffixes

6.10.2.3.1 Compound Word Titles or Terms of Address and Phrases with の | no Used as a Connector

Write separately from names compound word titles or terms of address. Also write separately from names phrases with の | no used to connect a name with a term of address.

聖サビエル | Sei Sabieru

明治天皇 | Meiji Tennō

待賢門院 | Taiken Mon'in

竹沢先生 | Takezawa Sensei

北白川の宮様 | Kitashirakawa no Miya-sama

大岡越前守 | Ōoka Echizen no Kami

6.10.2.3.2 Single Character or Kana Suffix

When a title, term of address, or plural suffix following a personal name is a single character or kana, hyphenate it.

芭蕉翁 | Bashō-ō

覚信尼 | Kakushin-ni

後鳥羽院 | Gotoba-in
お菊さん | Okiku-san
中村君 | Nakamura-kun
ノンちゃん雲に乗る | Non-chan kumo ni noru
竜馬たち | Ryōma-tachi

6.10.2.3.3 Contractions with Personal Names

But write as one word contractions formed by the addition of a title or a term of address

さっちゃん | Satchan
マッサン | Massan

6.10.2.3.4 Families and Clans

Hyphenate a suffix following family or clan names.

徳川家 | Tokugawa-ke
メディチ家 | Medichi-ke
ハイド氏 | Haido-shi

6.10.2.3.5 Personal Name with Title and Suffix, including Terms of Address

Hyphenate a suffix following a title and personal name.

日蓮上人様 | Nichiren Shōnin-sama
悠仁親王様 | Hisahito Shinnō-sama
明治天皇家 | Meiji Tennō-ke
徳川将軍家 | Tokugawa Shōgun-ke

6.10.3 Geographic and Other Proper Names

Geographic names and other proper names (but NOT personal names, corporate names or titles of works) follow the general word division rules, and may form single words together with other elements as appropriate. But when geographic names combine with other elements to designate jurisdictions, geographic features, etc. follow the specific rules below, under Geographic Names Exceptions (see 6.11.2-6.11.8).

日本史 | Nihonshi
フランス史 | Furansushi
日本茶 | Nihoncha
清朝 | Shinchō
明治期 | Meijiki
大江戸 | Ō^oedo

6.10.4 Prefixes with Proper Names

Write separately a prefix with proper names. For derivatives of proper names, see 6.6.

大日本帝国 | Dai Nippon Teikoku (Suggested cross-reference: Dai Nihon Teikoku)

新東宝株式会社 | Shin Tō^oho^o Kabushiki Kaisha
全日本観光連盟 | Zen Nihon Kankō^o Renmei
故黒澤明 | ko Kurosawa Akira
新ルネッサンス | shin Runessansu
新古今和歌集 | Shin Kokin wakashu^o

6.10.5 Special Suffixes

Hyphenate single characters which can be suffixed to proper names, such as: 的, 型, 式, 流, 産, 製, 派, 系, 本, 版, 戦, 側.

日本的 | Nihon-teki
香港型 | Honkon-gata
田中千代式 | Tanaka Chiyo-shiki
フランス側 | Furansu-gawa

6.11 Geographic Names

6.11.1 Common Examples

Hyphenate generic geographic terms used as part of the name of jurisdictions or streets.

東京都 | Tōkyō-to
千代田区 | Chiyoda-ku
有楽町 | Yūraku-chō
山口県 | Yamaguchi-ken
横浜市 | Yokohama-shi
小川町 | Ogawa-machi
小笠原村 | Ogasawara-mura
二条通り | Nijō-dōri
北条郷 | Hōjō-gō
京畿道 | Kyōgi-dō (for contemporary materials, based partly on Korean reading) or Keiki-dō (for colonial era materials, based on Japanese reading)

However, always romanize 北海道 as one word (Hokkaidō). This is a singular exception based on a longstanding practice.

6.11.2 Exception for Compound Generic Geographical Terms

Write compound generic geographical terms separately.

小笠原村長 | Ogasawara sonchō
小川町史 | Ogawa chōshi
千代田区立 | Chiyoda Kuritsu
横浜市政 | Yokohama shisei
東京都民 | Tōkyō tomin
東京都議会 | Tōkyō Togikai
山口県報 | Yamaguchi kenpō
ソウル特別市 | Souru Tokubetsushi

6.11.3 Exception for 国 | koku

Write koku as part of the name of countries.

日本国 | Nihonkoku
満洲国 | Manshūkoku
韓国 | Kankoku

6.11.4 Exception When Followed by no and a Place Name

Write a generic term for a province, land estate, etc., separately if preceded by の | no and a place name.

武蔵国 (武蔵の国) | Musashi no Kuni
新田荘 | Nitta no Shō
磐余邑 | Iware no Mura

6.11.5 Exception for Modifiers and Compounds

6.11.5.1 Modifiers That Are Part of Jurisdiction Names

Write modifiers that are part of jurisdiction names together with the name as one word.

東伊豆町 | Higashiizu-chō
上北山村 | Kamikitayama-mura
内モンゴル | Uchimongoru
北朝鮮 | Kitachōsen

6.11.5.2 Modifiers with Place Names

Write modifiers of place names separately from the place name.

東南アジア | Tōnan Ajia
新横浜 | Shin Yokohama (train station)
北アメリカ | Kita Amerika
But 北米 | Hokubei (see 6.11.8)

6.11.5.3 Compound Names

Write compound names designating merged places or containing a larger place name as single words.

宇治山田市 | Ujiyamada-shi
会津若松市 | Aizuwakamatsu-shi

6.11.6 Stations and Harbors

Hyphenate generic terms for stations and harbors following place names.

東京駅 | Tōkyō-eki
横浜港 | Yokohama-kō
品川宿 | Shinagawa-juku

If the generic terms form on'yomi compounds, write them separately.

東京駅長 | Tōkyō ekichō
横浜港湾 | Yokohama kōwan

6.11.7 Geographic Features

Write generic terms for geographic features as part of the name.

隅田川 | Sumidagawa
浅間山 | Asamayama
琵琶湖 | Biwako
信濃路 | Shinanoji
サイパン島 | Saipantō
十勝沖 | Tokachioki

If the generic terms form on'yomi compounds, write them separately:

琵琶湖畔 | Biwa kohan
浅間山麓 | Asama sanroku

6.11.8 Abbreviated Forms

In general, write words consisting of or containing abbreviated proper names as single words.

6.11.8.1 Proper Names as Single Words

Write proper names as single words.

See also 2.4.2.2.

濃尾平野 | Nōbi Heiya

加越能 | Kaetsunō
京浜工業地帯 | Keihin kōgyō chitai
名神高速道路 | Meishin kōsoku dōro
信越線 | Shin'etsusen
欧米人 | Ōbeijin
留欧学生 | ryūō gakusei
英詩文 | Eishibun
対日貿易 | tainichi bōeki
薩英戦争 | Satsuei Sensō
加州 | Kashū

6.11.8.2 Hyphenate Countries or Languages

Hyphenate, however, a compound consisting of abbreviated names of countries or languages, except when the compound is normally contracted:

日露外交十年史 | Nichi-Ro gaikō jūnenshi
日英独医語小辞典 | Nichi-Ei-Doku igo shōjiten
鮮満叢書 | Sen-Man sōsho
和漢書 | Wa-Kansho
日華大辞典 | Nikka daijiten
日中関係 | Nitchū kankei
日蒙関係 | Nichi-Mō kankei | (referring to the country "Outer

Mongolia")

But: 満蒙開拓 | Manmō kaitaku | (Refers to "Inner Mongolia," the autonomous region of the People's Republic of China. Write contracted compound proper names as single words.)

7 Numerals

The instructions below show how to write numeric characters in romanized text fields. For how to transcribe or record numeric characters in original script fields, consult the appropriate cataloging rules. In general when romanizing, East Asian numerals are converted to Arabic numerals for clarity. However, there are many exceptions to this. Notable exceptions are covered in 7.2.1 and 7.3, as well as "how-to" in 7.4. When in doubt, use your own judgement, and provide cross-references as needed.

7.1 Typical Cases

7.1.1 Arabic Numerals

Arabic numbers or digits are written as such. Write the ordinal prefix 第 | dai separately and hyphenate numbers joined to modify a common substantive or counters:

1 日 3 回 | 1-nichi 3-kai
6 台の車 | 6-dai no kuruma
4 次元 | 4-jigen
第 1 次 予 選 | dai 1-ji yosen
3・11 を 超 えて | 3.11 o koete (possible cross reference: San'ichiichi o koete)

7.1.2 East Asian Numerals (漢数字 | kansūji) Converted to Arabic Numerals

In general, East Asian numerals are converted to Arabic numerals.

第六十周年 | dai 60-shūnen

昭和五八年度 | Shōwa 58-nendo

第二百十回 | dai 210-kai

平成七年 | Heisei 7-nen

二十世紀 | 20-seiki

第三卷 中世 | Dai 3-kan Chūsei

第二編 | dai 2-hen

7.2 Proper Names

7.2.1 Not Converted to Arabic Numerals

In some cases, East Asian numerals are NOT Converted to Arabic Numerals; They are spelled out instead.

三郎 | Saburō

五十嵐 | Igarashi

四万十川 | Shimantogawa

第一勸業銀行 (not known as 第1勸業銀行) | Daiichi Kangyō Ginkō

四万十川 | Shimantogawa

九十九里浜 | Kujukurihama

二十四の瞳 (not known as 24の瞳) | Nijūshi no hitomi

千夜一夜物語 (not known as 1000夜1夜物語) | Sen'ya ichiya monogatari

十二夜 (not known as 12夜) | Jūniya

百人一首 (not known as 100人1首) | Hyakunin isshu

八日目の蟬 (not known as 8日目の蟬) | Yōkame no semi

八月の六日間 (not known as 8月の6日間) | Hachigatsu no muikakan

When in doubt, create a cross-reference:

二・二六事件 | Niniroku Jiken (possible cross reference: 2.26 Jiken)

第二次世界大戦 | Dainiji Sekai Taisen (possible cross reference: Dai 2-ji

Saki Taisen)

7.2.2 Converted to Arabic Numerals

Convert to Arabic numerals if numbers in the original script are easily convertible, and if substantial meaning is not lost in the process. This applies especially with ordinal numbers used for divisions or sections of corporate bodies or branches of the armed forces.

八月度報告書 (could be 8月度報告書) | 8-gatsudo hokokusho

陸軍第百十一師団 | Rikugun Dai 111 Shidan

第六次開拓團 | Dai 6-ji Kaitakudan

法務省民事局第三課 | Hōmushō Minjikyoku Dai 3-ka

7.3 Common Nouns

East Asian numerals used as a part of a common noun should be spelled out using customary readings.

八百屋 | yaoya

五月人形 | gogatsu ningyō

百科事典 | hyakka jiten

五人組 | goningumi

7.4 Spelled Out Forms of East Asian Numerals

When it is necessary to spell out East Asian numerals, use the following forms.

7.4.1 Preferred Reading

Use the following preferred readings for basic East Asian Numerals. However, consider specific contexts, consult standard reference sources or use your best judgements for larger numbers (九百九十九 | kyūhyaku-kyūjūkyū), specific reading for proper names (九州 | Kyūshū), and other customary readings (七転八起 | shichiten hakki OR nanakorobi yaoki). Some notable exceptions are covered in the following sections.

一 | ichi
二 | ni
三 | san
四 | shi
五 | go
六 | roku
七 | shichi
八 | hachi
九 | ku
十 | jū
百 | hyaku
千 | sen
万 | man
億 | oku
兆 | chō

7.4.2 Native Readings with Counters

For forms such as 人, つ, etc., spell-out using customary native Japanese readings.

一人 or ひとり | hitori
二人 or ふたり | futari
一つ or ひとつ | hitotsu
二つ or ふたつ | futatsu
三つ or みっつ | mittsu
四つ or よっつ | yottsu
五つ or いつつ | itsutsu
六つ or むっつ | muttsu
七つ or ななつ | nanatsu
八つ or やっつ | yattsu
九つ or ここのつ | kokonotsu

十 or とお | tō (although no counter suffix attached, this is counter 十, different from standard number 十 in 7.3.3.1 and needs to be judged by context)

一日 | tsuitachi
二日 | futsuka
三日 | mikka
四日 | yokka
五日 | itsuka
六日 | muika
七日 | nanoka

八日 | yōka
十日 | tōka
二十歳 | hatachi

7.4.3 Contractions*

In some cases, it is necessary to spell out contractions used with numerals. These are represented with doubled consonants, as shown below.

一夫一妻 | ippu issai
八方美人 | happō bijin
十進法 | jisshinhō
十戒 | Jikkai
兵法三十六計 | Heihō sanjūrokkei
日本百景 | Nihon hyakkei

*Contractions may occur with the numerals 一, 八, 十 followed by 力行 (ka, ki, ku, ke, ko), 力行 (sa, shi, su, se, so), 力行 (ta, chi, tsu, te, to) and 力行 (pa, pi, pu, pe, po), OR with 六 and 百, followed by 力行 (ka, ki, ku, ke, ko) and 力行 (pa, pi, pu, pe, po).

7.4.4 Large value East Asian Numerals

Write numbers as single words, but separate with a hyphen the hundreds, thousands, tens of thousands, etc., in numbers over 100.

百二十五年史編纂委員会 | 125-nenshi Hensan linkai (possible cross reference: Hyaku-nijūgonenshi Hensan linkai)

7.4.5 Prefixes and Counters

Write the ordinal prefix 第 | dai and counters as part of the numbers they precede or follow. However, write them separately from the words they modify.

第三勢力 | daisan seiryoku
第二次大戦 | Dainiji Taisen

7.5 Numerals with East Asian Punctuation

7.5.1 Replaced by a Period

Write a middle dot between numbers as a period, with no space following it, as appropriate. But if the number refers to a specific event spelled out in romanization as a word, ignore the middle dot (do not insert a space or any other character).

20・5世紀の音楽 | 20.5-seiki no ongaku
8・15前後 : 戦争と私たち | 8.15 zengo : sensō to watakushitachi
But: 二・二六事件 | Niniroku Jiken
五・一五事件 | Goichigo Jiken

7.5.2 Replaced by a Hyphen

Use a hyphen to replace a middle dot or Japanese tilde (～) when used to express a range.

3・4次元 | 3-4-jigen
大正十・十一年報告 | Taishō 10-11-nen hōkoku
昭和40年～昭和60年 | Shōwa 40-nen-Shōwa 60-nen

Romanized/Kana Equivalent Charts

A. Standard Chart. *Other Romanization styles are shown for reference purposes only. Always use ALA-LC Romanization for Latin entry

ALA-LC Romanization									Other Romanization Styles	
あ	a	い	i	う	u	え	e	お	o	
ア		イ		ウ		エ		オ		
か	ka	き	ki	く	ku	け	ke	こ	ko	
カ		キ		ク		ケ		コ		
さ	sa	し	shi ¹	す	su	せ	se	そ	so	¹ si (Kunrei, Nippon)
サ		シ		ス		セ		ソ		
た	ta	ち	chi ²	つ	tsu ²	て	te	と	to	² ti, tu (Kunrei, Nippon)
タ		チ		ツ		テ		ト		
な	na	に	ni	ぬ	nu	ね	ne	の	no	
ナ		ニ		ヌ		ネ		ノ		
は	ha ¹	ひ	hi	ふ	fu ³	へ	he ¹	ほ	ho	³ hu (Kunrei, Nippon) ¹ See note i) below
ハ		ヒ		フ		ヘ		ホ		
ま	ma	み	mi	む	mu	め	me	も	mo	
マ		ミ		ム		メ		モ		
や	ya			ゆ	yu			よ	yo	
ヤ				ユ				ヨ		
ら	ra	り	ri	る	ru	れ	re	ろ	ro	
ラ		リ		ル		レ		ロ		
わ	wa	ゐ	i			ゑ	e	を	o ⁴	⁴ Always o regardless of usage
ワ		ヰ				ヱ		ヲ		
ん	n ⁵									⁵ Always n (Do not change to m as in Hepburn)
ン										
が	ga	ぎ	gi	ぐ	gu	げ	ge	ご	go	
ガ		ギ		グ		ゲ		ゴ		
ざ	za	じ	ji ⁶	ず	zu	ぜ	ze	ぞ	zo	⁶ zi (Kunrei, Nippon)
ザ		ジ		ズ		ゼ		ゾ		
だ	da	ぢ	ji ⁷	づ	zu ⁷	で	de	ど	do	⁷ zi, zu (Kunrei); di, du (Nippon)
ダ		チ		ヅ		デ		ド		
ば	ba	び	bi	ぶ	bu	べ	be	ぼ	bo	
バ		ビ		ブ		ベ		ボ		
ぱ	pa	ぴ	pi	ぷ	pu	ぺ	pe	ぽ	po	
パ		ピ		プ		ペ		ポ		
きゃ	kya	きい	kī	きゅ	kyu	きえ	kye	きよ	kyo	
キャ										
きあ		キィ		キュ		キェ		キョ		
キア										
しゃ	sha ⁸			しゅ	shu ⁸	しえ	she	しよ	sho ⁸	⁸ sya, syu, syo (Kunrei, Nippon)
シャ				シュ		シェ		シヨ		
ちゃ	cha ⁹			ちゅ	chu ⁹	ちえ	che	ちよ	cho ⁹	⁹ tya, tyu, tyo (Kunrei, Nippon)
チャ				チュ		チェ		チヨ		
にゃ	nya	にい	nī	にゅ	nyu	にえ	nye	によ	nyo	
ニャ		ニィ		ニュ		ニェ		ニョ		
ひゃ	hya	ひい	hī	ひゅ	hyu	ひえ	hye	ひよ	hyo	
ヒャ		ヒィ		ヒュ		ヒェ		ヒョ		
みゃ	mya	みい	mī	みゅ	myu	みえ	mye	みよ	myo	
ミャ		ミィ		ミュ		ミェ		ミョ		
りゃ	rya	りい	rī	りゅ	ryu	りえ	rye	りよ	ryo	
リャ		リィ		リュ		リエ		リョ		
ぎゃ	gya	ぎい	gī	ぎゅ	gyu	ぎえ	gye	ぎよ	gyo	
ギャ		ギィ		ギュ		ギェ		ギョ		
じゃ	ja ¹⁰			じゅ	ju ¹⁰	じえ	je	じよ	jo ¹⁰	¹⁰ zya, zyu, zyo (Kunrei, Nippon)
ジャ				ジュ		ジェ		ジョ		
ぢゃ	ja ¹¹			ぢゅ	ju ¹¹	ぢえ	je	ぢよ	jo ¹¹	¹¹ zya, zyu, zyo (Kunrei) dya, dyu, dyo (Nippon)
チャ				ヂュ		ヂェ		ヂョ		
びゃ	bya	びい	bī	びゅ	byu	びえ	bye	びよ	byo	
ビャ		ビィ		ビュ		ビェ		ビョ		
								ひょ		
								ピョ		
								ひお		
								ピお		
びゃ	pya	びい	pī	びゅ	pyu	びえ	pye	びよ	pyo	
ピャ		ピィ		ピュ		ピェ		ピョ		
								ひお		
								ピお		

Notes: i) When は and へ are used as grammatical particles (post-positions), use wa and e, respectively, to account for reading changes.
ii) Double consonants (促音) are represented by a doubling of the corresponding consonant. (e.g. 压迫 | appaku, 学会 | gakkai, 突進 | tosshin)
If a double consonant occurs with ch-, add t instead of doubling c. (e.g. 密着 | mitchaku, 熱中 | netchū, 出張 | shutchō)

Notes: i) When は and へ are used as grammatical particles (post-positions), use wa and e, respectively, to account for reading changes.
ii) Double consonants (促音) are represented by a doubling of the corresponding consonant. (e.g. 圧迫 | appaku, 学会 | gakkai, 突進 | tosshin)
If a double consonant occurs with ch-, add t instead of doubling c. (e.g. 密着 | mitchaku, 熱中 | netchū, 出張 | shutchō)

Romanized/Kana Equivalent Charts

B. Non-traditional Japanese Chart (Foreign Words, etc.)

ALA-LC Romanization								
						いえ	ye	
						イエ		
うあ	wa	うい	wi			うえ	we	うお
ウア		ウィ				ウエ		ウオ
くあ	kwa	くい	kwi			くえ	kwe	くお
								kwo

クア		クイ				クエ		クオ	
		すい				すえ			
		スイ	si			スエ	swe		
ぐあ	gwa	ぐい	gwi			ぐえ	gwe	ぐお	gwo
グア		グイ				グエ		グオ	
		ずい							
		ズイ	zi						
つあ	tsa	つい	tsi			つえ	tse	つお	tso
ツア		ツイ				ツエ		ツオ	
		てい	ti	とう	tu				
		ティ		トウ					
				てゆ	tyu				
				テュ					
ふあ	fa	ふい	fi	ふゆ	fyu	ふえ	fe	ふお	fo
ファ		フィ		フュ		フェ		フォ	
						ふいえ		ふよ	fyo
						フィエ	fye	フォ	
ヴァ	va	ヴィ	vi	ヴ	vu	ヴェ	ve	ヴォ	vo
				ヴュ	vyu				
		でい		どう	du				
		ディ	di	ドウ					
				でゆ	dyu				
				デュ					

Notes:

iii) If the large character-small character sequence is not found in this table, romanize as many characters as possible from the beginning using Table A and B, and write the rest as if added small characters were regular characters. (e.g. アイ| ai, スエ| sue, ヴィア| via)

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